



STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 Elm Street  
Hartford, CT 06106-5127  
[www.ct.gov/dep](http://www.ct.gov/dep)

# Environmental Permit Application Package

## **This Package Contains The Following:**

- ✓ Standard Permit Process Information
- ✓ Permit Application Transmittal Form (DEP-APP-001)  
(Instructions for this form are printed inside this folder)
- ☐ Applicable Application Form(s) and Instructions
- ☐ Applicable Regulations and Guidance Documents

The Department of Environmental Protection is an affirmative action/equal opportunity employer, providing programs and services in a fair and impartial manner. In conformance with the Americans with Disabilities Act, DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities needing auxiliary aids, services, or information by voice or TTY/TDD, should call (860) 424-3000.

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# Standard Permit Process Information

The Connecticut Department of Environmental Protection (DEP) is committed to continuously improve environmental permitting processes to make them more efficient, consistent and responsive. This application package describes DEP's permit application process. Please read the following information *before* you apply for a permit, certificate, approval or other license.

## How Do I Apply For A DEP Permit?

In order to apply for a DEP permit(s), you must complete and submit all of the following:

- A Permit Application Transmittal Form (DEP-APP-001);
- An application form or registration form for each permit sought and the required number of photocopies of each application (as indicated on the Permit Application Transmittal Form); and
- The applicable initial fee paid by check or money order made payable to "Department of Environmental Protection".

You must submit the above materials together to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

If you choose, you may bring your application package directly to DEP, which is located at 79 Elm Street in Hartford. The Central Permit Processing Unit, located on the first floor, is open for deliveries Monday through Friday from 8:30 AM to 4:00 PM.

### *Permit Application Transmittal Form and Instructions*

The Permit Application Transmittal Form is essential to DEP's permit management system. Instructions for this form are printed inside this folder. It allows DEP to track all applications associated with a particular project. If your project requires multiple DEP permits, you are encouraged to submit all permit applications for that project together with one Permit Application Transmittal Form.

You should retain a completed copy of the application package for your records. Keep a copy of these instructions for future reference.

### *Permit Application Forms and Instructions*

Detailed instructions are provided with each application form. These instructions explain the questions asked on the form and provide additional information on fees and other requirements. You should read and refer to these instructions as you complete an application. The instructions are not a substitute for the statutes and regulations applicable to the particular permit you are applying for. You should review all applicable law before completing the permit application.

All forms are available from the Permit Assistance Office located on the third floor of the DEP. In addition, most permit application forms and instructions are also available on DEP's web site: [www.ct.gov/dep](http://www.ct.gov/dep). Useful phone numbers are provided on page 4 of these instructions.

## What Is The Notice Of Permit Application?

In order to encourage timely public participation in the permitting process, Connecticut law requires *most* permit applicants to publish notice of their permit application. (Note: registrants for any of the general permits are not required to publish notice of their registrations.) Refer to the applicable permit application instructions to determine whether this law applies to your application. The notice must be published in a newspaper having general circulation in the area affected by the proposed activity. Be sure to use the notice format included in the applicable application instructions. Notice of your application must also be provided to the chief elected official of the municipality in which the regulated activity is proposed. Confirmation that this notice has been published and that the required municipal officials have been notified is required before DEP can process your application. To confirm that you have complied with this requirement you must submit to DEP a copy of the published notice attached to a completed Certification of Notice Form - Notice of Application (DEP-APP-005A). Refer to the applicable permit application instructions for more details on your notice of application. In some cases DEP may also require you to post a sign on the site or to provide any other reasonable form of notice. DEP will notify you after reviewing your application package if this additional notice is required for your project.

## How Does The Application Review Process Work?

DEP uses both individual and general permits to regulate activities. Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar minor activities by one or more applicants. Authorization of an activity under a general permit is governed by that general permit. Since the general permit process may be quicker and less costly than that of an individual permit, be sure to check the *List of General Permits* (DEP-FS-004) in order to determine whether any of your activities may be eligible for authorization under a general permit before applying for an individual permit. For further information on individual permits and the applicability of general permits and other short processes please refer to the *User's Guide to Environmental Permits*, available on the Internet at [www.ct.gov/dep](http://www.ct.gov/dep), or contact the specific permit program responsible for processing your application.

*Sufficiency Determination* - For most permits, once your application package (Permit Application Transmittal Form, application form(s), appropriate application copies, and applicable fees) *and* the copy of the published notice attached to a completed Certification of Notice Form - Notice of Application

(DEP-APP-005A) are received by DEP, a sufficiency determination is conducted to determine whether you have provided all required elements of the application. Upon completion of the sufficiency determination, DEP will send you either:

- A *Notice of Sufficiency* - stating that the application is sufficient for technical review; or
- A *Notice of Insufficiency* - outlining missing information required for a sufficient application.

Upon receipt of your response to a notice of insufficiency, DEP will conduct a second sufficiency determination. Upon completion of this review, DEP will send you either:

- A *Notice of Sufficiency* - stating that the application is now sufficient for technical review; or
- A *Rejection for Insufficiency* - rejecting your application because it is still insufficient. A rejection for insufficiency does not preclude you from submitting a revised application (with another fee).

*Technical Review* - Once your application is determined to be sufficient, DEP initiates a technical review of your application.

You should be aware that during this technical review, DEP may request additional information necessary to make a decision on the application.

*Tentative Determination* - Upon completion of the technical review, DEP will make a tentative determination to grant or deny the application, and, where applicable, publish notice of and solicit public comments on that tentative determination. In some cases, DEP may hold a hearing on your application. After the close of any hearing and consideration of any public comments, DEP will issue a decision to grant or deny a permit.

### Who Do I Contact If I Have Questions?

The Permit Assistance Office can answer general questions regarding permitting. This office can also help refer you to professional staff who can answer questions of a project-specific or technical nature. A pre-application conference may help you fully understand the permit application requirements for your proposed project. If you have any questions regarding the application requirements, the permitting process, or the merit of a pre-application meeting, please contact the Permit Assistance Office, or the specific permit program. (See phone listings on page 4 of these instructions.)

## Instructions for Completing the Permit Application Transmittal Form

*The Permit Application Transmittal Form must be submitted with all applications, including general permit registrations.*

### Part I: Applicant Information

Provide the full, legal name, mailing address, and phone and fax numbers of the individual or business seeking the permit. If the applicant is a corporation, limited partnership or limited liability company registered with the Connecticut Secretary of the State, provide the name exactly as it is shown on the registration. Provide the name and daytime phone number of the person that DEP should contact for communications regarding the permit application. Place a check mark in the appropriate box identifying the type of applicant. If the applicant is a company, be sure to also identify the company type. The applicant will become the permittee upon issuance of any permit and will be legally responsible for ensuring compliance with environmental laws and regulations once the permit is granted. If more than one person or business is applying for a permit as co-applicants, attach an additional sheet to supply the same information as indicated above.

Also, provide the applicant's billing name, address and billing contact, if different from the applicant's.

### Part II: Project Information

Provide a brief description of the proposed *project* which is the subject of the permit application(s). For example, "*Development of a 50 slip marina on Long Island Sound*"; "*Construction of a steam-generated power plant*"; or "*Renewal of permits to continue to operate a manufacturing plant*". Include the name(s) of the town or city where the project will take place.

List all other federal, state or local environmental permits, licenses, approvals, registrations, or certificates (including DEP individual or general permits) required for the proposed *project* but *not* included with the Permit Application Transmittal Form. Provide the actual or anticipated submittal date for those applications. If any such approval has been granted, provide the date of such granting and the number associated with any permit, etc. issued.

### Part III: Individual Permit Application and Fee Information

**Individual Permit Applications:** In the far left column on page 2, indicate by entering the appropriate letter whether the application is for a new permit ("N"), a modification of an existing permit ("M"), or a renewal of an existing permit ("R").

#### Initial Fees:

- The initial fee, where required, is non-refundable.
- In most permit programs, the initial fee is credited towards the permit application fee. If the permit application fee is greater than the initial fee, the balance will be billed at a later date.
- The star (★) indicates that varying fees are associated with specific activities within that permit program. In such cases, you must consult the fee schedule on the relevant application form to identify the correct fee to enter on the Permit Application Transmittal Form.
- As required by Section 22a-6(b) of the Connecticut General Statutes (CGS), any fee charged to a municipality shall be fifty percent of the fee that would be charged to

other applicants (except for pesticide permit applications submitted under CGS Sections 22a-54 and 22a-66). State agencies should consult the specific permit program to determine if any fee waiver is available.

- If you are applying for a modification or revision of an existing permit, your fees may differ from what is listed on the form. Contact the specific permit program for the correct fees.

**Number of permits applied for:** Indicate the number of permits you are applying for within each permit program. Remember to enter the total number in the appropriate box.

**Total Initial Fees:** Enter the total amount of the initial fees for each permit program. If you are applying for a modification of an existing permit and your fees vary from the listed amount, please write in the amount of your fee. Add these amounts and enter the subtotal. Be sure to also enter the subtotal of the initial fees for general permits and authorizations from Part IV, pages 3 and 4 of the Permit Application Transmittal Form.

*Municipalities and state agencies* should add the total initial fees as indicated, then enter the dollar amount of any applicable discount in the Less Applicable Discount box. Please remember to indicate by a check mark whether a municipal discount or state waiver applies. Then indicate the Amount Remitted.

**Amount Remitted:** The check or money order for this amount should be made payable to "Department of Environmental Protection". Enter the number of the check or money order enclosed as payment.

**Original + Required Copies:** Please submit the original application plus the number of required copies indicated on the Permit Application Transmittal Form.

#### **Part IV: General Permit Registrations and Requests for Other Authorizations - Application and Fee Information**

Follow the same instructions as detailed in Part III, with the exception that you need to place a check mark (instead of a letter) in the appropriate box in the first column indicating the type of authorization you are seeking. The double star (★★) indicates that you must contact the specific permit program to determine the fee or number of required copies for any such authorization.

If you are applying for a recently issued general permit or other authorization not listed on the Permit Application Transmittal Form, please enter the name of the general permit and the appropriate fee amount in the blank spaces provided. Be sure to carry over the subtotals of any general permits and authorizations to the corresponding line in Part III, page 2 of the Permit Application Transmittal Form.

### **Quick Reference to Permit Assistance Resources**

**Application forms, guidance and the *User's Guide to Environmental Permitting* are now available on the Internet.**  
[www.ct.gov/dep](http://www.ct.gov/dep)

<b>For general information about permits, contact:</b>		
DEP Office of the Ombudsman/Permit Assistance Office		860-424-3003
<b>For specific DEP permit program information, contact:</b>		
Air Emissions -	Air Permits	860-424-4152
	Title V Helpline	800-760-7036
Water Management -	Aquifer Protection Program	860-424-3020
	Water Discharges	860-424-3018
Inland Water Resources -	Diversion; Inland Wetlands and Watercourses; Water Quality Certifications; and Stream Channel Encroachment Lines	860-424-3019
	Flood Management and Dams	860-424-3706
Office of Long Island Sound Programs - Coastal Programs		860-424-3034
Waste Management -	Solid Waste; and Asbestos Removal	860-424-3366
	Hazardous Waste; Special Waste; and Waste Transportation	860-424-3372
	Hazardous Waste Compliance Assistance Program (COMPASS)	860-424-4193
	Marine Terminals	860-424-3298
	Pesticides	860-424-3369
<b>For available resources, such as USGS topographical maps, etc., contact:</b>		
DEP Maps and Publications		860-424-3555
<b>Other Useful Numbers:</b>		
CT Small Business Assistance Program		860-424-3003
DEP Environmental Equity Office		860-424-3044
DEP Office of Pollution Prevention		860-424-3297
EPA Region I Call Center		888-372-7341
EPA RCRA, Superfund and EPCRA Hotline – <a href="http://www.epa.gov/epaoswer/hotline">www.epa.gov/epaoswer/hotline</a>		800-424-9346
U.S. Army Corps of Engineers, New England Division - Regulatory/Permits		800-343-4789
Natural Resources Conservation Service, USDA		860-871-4011